



## CPC and NFFE Local 1998 Negotiated Agreement Regarding On-the-Spot Awards Program



As part of our ongoing effort to find new ways to recognize and reward our employees, CPC has authorized the creation of a local On-The-Spot Award Program. The purpose of this program is to recognize and reward exceptional performance in a timely manner.

There are no set award categories or nomination forms. Any employee or team whose actions make a substantial, positive impact on the processes, performance, or public image of the CPC can be immediately nominated, approved, and rewarded through the simple verbal concurrence of one Supervisor and one Manager.

Recipients will be presented with a CPC commemorative coin which the employee may exchange for one hour of local administrative time-off. The coins may also be awarded directly by an Assistant Director or the Director.

### **Guidelines:**

- 1) This program is available to all CPC DOS employees.
- 2) The recipient has the option of either keeping the award coin **or** turning it in for one hour of local administrative time-off.
- 3) Any CPC DOS employee may receive as many as four “on-the-spot” award coins within a calendar year.
- 4) A team of DOS CPC employees may receive two “on-the-spot” team award coins within a calendar year. If these individuals within the awarded team has received a coin or coins for individual efforts throughout the same calendar year; he or she will still be recognized and granted the same reward of local administrative time off the team will be receiving as a group.
- 5) The coin **MUST** be returned to a Supervisor or Manager before the award time-off can be approved.
- 6) Award time-off must be used within four (4) weeks of the date the coin is presented to the employee.

- 7) Award time-off may be taken on the day the coin is presented or on any day thereafter up to the four week limit, with supervisor's approval.
- 8) You may combine a team award and an individual award to take time-off on the same work day, with supervisor's approval.

**Implementation:**

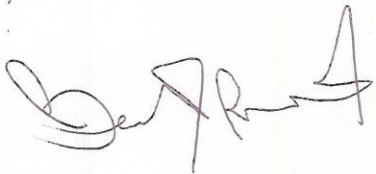
The coins will be kept in a box in a cabinet in the Administration area. This is a secure location yet easily accessible by Managers on each shift.

Each person who removes a coin from the box will need to fill out a tracking form which will be in the box with the coins. The sheet will track the date, who signed out the coin, who received the coin, and the type of award (team or individual) that was presented. This will be a back-up system to the electronic spreadsheet and will also allow us to have a current inventory of the coin stockpile available at a glance.


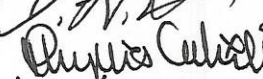
Supervisors and Managers need to be diligent in identifying performance by teams, task groups, or individuals that are clearly worthy of recognition. Once determined, the reward should be presented quickly, so that the recipient is surprised.

This local agreement is subject to all provisions in the Master Agreement between Passport Services and the National Federation of Federal Employees-Local1998, dated July 20, 2009; hereafter referred to as the Master Agreement. This is subject to change to comply with any future national agreement between Passport Services and NFFE, National Union-Management Committee agreements, or directives by Passport Services in conformity with Article 12 and other relevant legal authorities within the Master Agreement.

Effective Date: 2/1/2010

For CPC Management:  Benita Jones-Burnett AR Director

Date: 1/20/2010

For CPC Union:  Boyd Winston Union Steward  
 Phyllis Cahill Union Steward

Date: 1/26/2010 1/20/2010